

Our policy put in place to ensure the accessibility of beneficiaries with disabilities

1- Training of the “disability contact” in welcoming disabled people:

Florence de Cazanove

- Person in charge of relations with customers and trainees in a situation of handicap: Florence de Cazanove.
- Specific “Disability” file: several documents (pdf) raising awareness of the 5 major types of disability (Agefiph, Ministerial Delegation for Accessibility): hearing, mental, motor, psychic, visual.
- Information and awareness videos on Disability

<https://www.agefiph.fr/actualites-handicap/10-videos-de-sensibilisation-sur-le-handicap-et-lenseignement>

<https://www.monparcourshandicap.gouv.fr/formation-professionnelle/compenser-mon-handicap-en-formation>

<https://www.prithidf.org/actualites/decouvrir-la-mission-referent-handicap-en-14-capsules-video>

2- Understanding the specific needs of PWD (Persons with Disabilities)

In the case of intra- or inter-company training programmes, specific needs are identified when contacting the customer and recorded on the document " registration form ".

The offer proposed to the client includes the compensation terms. In the impossibility to answer them, we refer the client to our specialized partners.

3- Our ethics and professional conduct regarding PWD

- We are committed to welcoming trainees with disabilities, or to guide if our training was not able to meet their specific needs.
- We undertake not to ask them the origin of their disability, nor the name of their disabling illness (this is medical confidentiality), but what they need.

4- Adaptation of training premises (if PMR type disability) (Person of Reduced Mobility)

- No premises rented to date, because the training takes place either internally at the customers, either intra or inter 100% remotely.
- Just in case, the “PSH trainee monitoring sheet” contains a checklist on the premises to be checked.
- Possibility of using premises accessible to PRMs

5- Adaptation of educational materials

- Our training materials are available in different formats: paper, USB key, recording... in order to be able to adapt them in the event of visual handicap, DYS,... (disorder of written language)
- Our media favors airy texts written in characters larger than size 14, in order to facilitate reading for people with visual disabilities, DYS

6- Adaptation of educational arrangements

- When a person with a disability is registered for training, our representative Handicap is called upon to implement, as soon as possible, a cross-reflection on the situation, possibly involving other actors or specialists, indicated on our list of partners, to collectively design the arrangements useful for training courses.
- Thus, we take into account and implement the necessary adaptations in order to meet the person's compensation needs (pedagogy, materials, means techniques, humans...). The manager helps implement adaptations and is available as much as needed to respond to possible difficulties on the time of training.
- If the necessary adaptations to reception are not possible to implement (e.g.: technology impossible to mobilize within the framework of the service or in the allotted time), we help the beneficiary to reorient towards other training modalities, or other solutions.

7- List of our partners

Already requested:

- Agefiph – Handicap Training Ile de France Resource
Bastien GIESBERGER - M. M'BALLEK
24/28 Villa Baudran - 21/37 rue de Stalingrad - Le Baudran Building - 94110 Arcueil
9.00 a.m. to 12.00 p.m. - 2.00 p.m. to 5.00 p.m.
0800 11 10 09 – free – 9 a.m. to 6 p.m.
rhf-idf@agefiph.asso.fr

To request if necessary:

- **Cap emploi 95 (Ile de France):**
<https://travail-emploi.gouv.fr/ministere/service-public-de-l-emploi/article/cap-emploi-accueil@capemploi75.org>
43 Bis Rue d'Hautpoul, 75019 PARIS, 01 44 52 40 60 - 09 72 75 12 13
Opening hours: Monday to Friday from 9:00 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m.
- **MDPH 75 Departmental house for disabled people:**
69 Rue de la Victoire, 75009 Paris,
01 53 32 39 39 contact@mdph.paris.fr
- **Digital Inclusive Consulting – Mind-mapping cards and other digital tools for people with DYS and other reading disorders**
Lucas Akli-Pasquet

15 rue des Halles – 75001 Paris
07 86 29 34 10
lucas.aklipasquet@digitalinclusif.com

- Embelys – Personal knowledge of neurodiversity (DYS,...)

Emilie Letailleur
9 Parc de Diane – 78350 Jouy-en-Josas
06 20 54 10 79
emilie@embelyscoaching.com

Agefiph:

<https://www.agefiph.fr/articles/propos-de-lagefiph/besoin-dune-information>

<https://rhf-agefiph.defi-metiers.fr/dossiers/les-adaptations-pedagogiques> -

<https://rhf-agefiph.defi-metiers.fr/dossiers/laccessibilite-dun-batiment-dedie-la-formation>

<https://www.agefiph.fr/articles/conseil-pratiques/accessibilite-des-agences-de-formation-de-quoi-parle-ton>

Fiphfp (Fund for the integration of disabled people into the public service):

<http://www.fiphfp.fr/>

Onisep: <http://www.onisep.fr/Formation-et-handicap>

Defi Metiers: <https://www.defi-metiers.fr/dossiers/panorama-des-acteurs-franciliens-du-handicap>

Sign language interpreters (AFILS): <http://www.afils.fr>

Accessibility of digital media and videos (visual disabilities):

<https://access42.net/>,

<https://www.readspeaker.com/fr/>,

<https://www.avh.asso.fr/fr/favoriser-laccessibilite/accessibilite-numerique/accessibilite-des-documents-et-des-emails-0>

Accessibility of digital media and videos (hearing disabilities):

<https://fr.ava.me/>

<https://information.handicap.fr>

“Dictation” function in Word <https://www.youtube.com/watch?v=saeUCQR18lg>

“Easy to read and understand” method (mental disability):

http://www.unapei.org/IMG/pdf/Guide_ReglesFacileAlire.pdf

8- Our monitoring of disability

To remain in compliance with the law, we make every effort to monitor the aspects legal and regulatory.

We keep ourselves regularly informed about Disability news by subscribing to the letters information and by attending webinars from these partners.